

PLP/SBAEXPRESS/ LowDoc SERVICING CHECKLIST
(This form to be used only for those actions identified below)

TO: __ Fresno Commercial Loan Service Center.....FAX 559/487-5803, fsc.servicing@sba.gov
 __ Little Rock Commercial Loan Service Center, FAX 202-292-3878, lisc.servicing@sba.gov
 __ Sacramento Loan Processing CenterFAX: 916/930-2160

RE: Loan Name:_____ Loan Number _____

FROM: Lender _____
 Contact _____
 Address _____
 Phone _____ Fax _____

To request SBA approval, complete the statement:

- ☐ Approve an increase in the loan from \$_____ to \$_____.
- ☐ Loan guaranty percentage has been changed from _____% to _____%.
Reason_____

To notify SBA of an action, check the appropriate box below and fill in any blanks.

- ☐ Loan has been decreased from \$_____ to \$_____.
- ☐ The loan has been cancelled.
- ☐ Maturity has been changed from _____months to _____months. New maturity is __/__/__.
- ☐ Extend final disbursement date to __/ __/ __.
- ☐ The trade name of the business (or, the name of the business entity) has been changed to:
_____.
- ☐ The borrower's address has been changed from _____ to
_____.

For all other actions taken under unilateral or delegated authority, no notice is required to be given to the SBA (Please refer to SBA Notice 5000-917, April 15, 2004). For any actions other than the two listed above (loan or guaranty increase) that require SBA consent - do not use this checklist; send a written request in a faxed memo or e-mail message conforming to the guidelines set forth in the Loan Servicing Requests Guidelines from the Commercial Loan Servicing Centers.

Signature of Lender

Date

The estimated burden for completing this form is 5 minutes. You will not be required to respond to any collection of information unless it displays a currently valid OMB Control Number. Comments on the burden should be sent to U. S. Small Business Administration (SBA), Chief, AIB, 409 3rd Street, SW, Washington, DC 20416 and Desk Officer for SBA, Office of Management and Budget, New Executive Office Building, Rom 10202, Washington, DC 20503. OMB Control Number 3245-0348. PLEASE DO NOT SEND FORMS TO OMB.